

**Information Technology**  
**Desktop Publishing**  
**Course Code # 3741**  
**½ Credit**

School Year \_\_\_\_\_

Term: \_\_\_\_Fall\_\_\_\_Spring

*Prerequisites: Keyboarding Applications*

*Prerequisite or concurrent with: Document Creation Design*

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: <b>29</b>	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

**Standard 1.0 The student will be able to evaluate the purposes, functions and common features of desktop publishing software.**

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Compare and contrast the differences in page layout, graphic and word processing software.			
1.2	Interpret terminology, features and concepts of electronic publishing.			
1.3	Apply word processing and desktop publishing skills to produce professional looking documents.			
1.4	Identify various items that can be designed and published using publishing software.			
1.5	Compose, organize and edit information using keyboard, scanner, Internet and a digital camera.			

**Standard 2.0 The student will apply principles and techniques of publication design.**

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Interpret copyright laws with reference to electronic publishing.			
2.2	Apply writing and language arts principles.			
2.3	Analyze principles of design, including: a. special effects techniques; b. thumbnail sketches; c. guides, rulers, scales, menus, pallets; d. text alignment, elements positioning, rules of page design for printed text; e. margins, gutters, tracking, leading and headings; f. columnar grid setup; g. style formulation; and h. master page construction.			
2.4	Analyze spot color and process color to text and graphics.			
2.5	Illustrate gradations in shapes and blend colors.			
2.6	Differentiate between a library for text and graphics and an auxiliary dictionary.			
2.7	Illustrate methods of importing and exporting text and graphics.			

**Standard 3.0 The student will apply the principles of typography in electronic publications.**

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Analyze composition processes.			
3.2	Illustrate how to apply typographical commands to text.			
3.3	Evaluate the effectiveness of typography in publications.			
3.4	Contrast and compare the typography from at least two print sources.			

**Standard 4.0 The student will import graphic images from various sources and include them in a desktop publishing document.**

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Create a masthead for a school newspaper.			
4.2	Import and incorporate related clip art or graphics into a masthead.			
4.3	Wrap text around a graphic.			

**Standard 5.0 The student will import OLE (object linking and embedding) to create different documents**

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Create a two-page newsletter using different features.			
5.2	Compose a flyer using OLE.			

**Standard 6.0 The student will be able to integrate data from spreadsheet, database, graphics and text into a report for a presentation.**

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Create an appropriate layout.			
6.2	Merge data from spreadsheet, database and graphics into layout design.			

**Standard 7.0 The student will demonstrate organizational and professional leadership skills.**

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Examine the value of leadership skills and confidence through personal reflection.			
7.2	Assess image building and decision making skills.			
7.3	Illustrate public relations techniques.			
7.4	Demonstrate effective teamwork.			
7.5	Apply parliamentary procedure skills.			
7.6	Examine the goals and principles of Business Professionals of America and/or Future Business Leaders of America.			

Additional comments: \_\_\_\_\_